



Linda McCulloch, Superintendent
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
www.opi.state.mt.us

Title III English Language Acquisition Program Application

Return to: Lynn Hinch, Specialist
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

Deadline: October 3, 2003

Project Year: July 1, 2003 - September 30, 2004

County _____ **CO** _____

District Name _____ **LE** _____

Postmark Date : ____ - ____ - ____

PART A. GENERAL PROJECT INFORMATION

NOTE: Only one district may be designated Prime Applicant District.

1. Prime Applicant District (District Designated Fiscal and Administrative agent)

☐ Elementary or ☐ High School or ☐ K-12

School Name

Dist. No.

County

2. Consortium Schools (Please refer to pp. 4-5) _____

3. Project Director _____
Name Position Telephone

4. Submitted by:

Authorized Representative

Title

Date

Telephone

Mailing Address

City

ZIP Code

Signature Information: The Board of Trustees submitted a Common Assurances form to the Office of Public Instruction for the 2002-03 school year, and no circumstances affecting the validity of the assurances have changed since its submittal. Further, the Board of Trustees has certified that the Common Assurances for Federal Programs and Specific Program Assurances for those programs in which this district/agency participates are accepted as the basic conditions for local participation and assistance in the operation of the projects/programs listed above.

Signature

Designated Authorized Representative

Superintendent

Principal

County Superintendent (if there is no
Superintendent or Principal)

NOTE: When personnel changes occur in the positions listed above, the new person will become the Designated Authorized Representative.

The purpose of Title III is to ensure that limited English proficient students develop English proficiency and meet the same academic content and academic achievement standards that other children are expected to meet. Schools must use these funds to implement language instruction educational programs that carry out activities that use approaches based on scientific research. Your district is responsible for meeting annual measurable achievement objectives established for LEP students, making adequate yearly progress, and annually measuring the English proficiency of LEP students in your district. The plan for addressing the needs of LEP students should be developed in consultation with teachers, researchers, administrators, and parents.

- Funding for school districts is allocated on a formula basis according to the number of LEP students in the district. **The minimum for a grant award is \$10,000.** Schools may enter into consortium to generate a minimum grant. If two or more school districts enter into consortium, one must be designated the Prime Applicant district. If entering into consortium, fill out pages 4-5.
- Required LEA activities:
 - √ Provide high-quality language instruction programs based on scientific research on teaching LEP children
 - √ Provide high-quality professional development that is designed to improve instruction and assessment of LEP children, scientifically based, and of sufficient intensity and duration.
- Allowable LEA activities:
 - √ Upgrading program objectives and effective instructional strategies
 - √ Identifying, acquiring and upgrading curricula and materials
 - √ Providing tutorials and intensified instruction
 - √ Developing and implementing language instruction programs that are coordinated with other relevant programs and services
 - √ Providing community participation programs, family outreach and family literacy programs

Title III requires the following parental notification procedures. School districts receiving Title III funds must inform parents of:

- (1) The reasons for identifying their child as limited English proficient and for placing their child in a language instruction educational program for LEP students (within 30 days of start of program);
- (2) The child's level of English proficiency, including how the level was assessed and the status of the child's academic achievement;
- (3) The method of instruction that will be used in the program, including a description of other alternative programs;
- (4) How the program will meet the educational strengths and needs of the child;
- (5) How the program will help the child learn English and meet academic achievement standards;
- (6) The program exit requirements, including the expected rate of transition and the expected rate of graduation from secondary school;
- (7) How the program will meet the objectives of an individualized education program for a child with a disability;
- (8) Their rights, including written guidance that:
 - a. Specifies the right to have their child immediately removed from a language instruction educational program upon their request;
 - b. Describes the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and
 - c. Assist parents in selecting among various programs and methods of instruction, if more than one program or method is offered;
- (9) Any failure of the program to make progress on the annual measurable achievement objectives no later than 30 days after this failure occurs.

The notices must be provided in a language the parent can understand.

Please describe the program and activities that your district will implement with Title III funds in order to assure that LEP students in your district develop English proficiency. The accompanying detailed budget should reflect the program activities.

ASSURANCES:

The school district assures that it will:

- Comply with the parental notification provisions outlined on page 2.
- Annually assess the English proficiency of LEP students.
- Consult with teachers, researchers, administrators, and parents in developing its plan for serving LEP students.
- Employ instructional staff under Title III that are fluent in English and any other language used for instruction.
- And that it is not in violation of any State law, including State constitutional law, regarding the education of LEP students.

Consortium Members

Complete this form **only** if this application is being submitted under a cooperative agreement.

NAME OF ADMINISTRATIVE AND FISCAL ENTITY

The agency named above will serve as the administrative and fiscal agent for this project and will be authorized to receive and provide services to the eligible school districts listed below for implementation of authorized activities through a cooperative. (Use extra pages as needed.)

Official Name of School District and Number (Please also include name of district administrating cooperative)	Name of Contact Person	Title III Allocation Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
TOTAL GRANT AMOUNT		

Consortium Agreement

To BE COMPLETED BY EACH SCHOOL DISTRICT PARTICIPATING UNDER A COOPERATIVE AGREEMENT

Name and School District (Street, City, State, ZIP code)

Indicate the activities that each district in the consortium will carry out; as indicated in the detailed budget.

I, _____, Authorized Representative of
_____, agree to be part of a Title III
(Name of School District)

consortium for the provision of services to limited English proficient students under Title III of the No Child Left Behind Act of 2001. I hereby assure the Montana Office of Public Instruction that the district will fully comply with all provisions established under the aforementioned Act.

Signature of Authorized Representative

Date



Linda McCulloch, Superintendent
Office of Public Instruction
PO Box 202501
Helena, Montana 59620-2501
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CFDA #84.365A

Title III - English Language Acquisition Program Annual Budget 2003-2004

CONTINGENT UPON AVAILABILITY OF FEDERAL FUNDS AND APPROVAL OF DISTRICT CONSOLIDATED PLAN

The budget period is July 1-September 30 (15 months). Amendments to this budget may occur during the budget year; however, amendments must be requested in writing and submitted to the OPI no later than September 1 of a budget year.

*****No more than two percent may be used for administration of this grant. (This includes indirects.)**

NOTE: If you are the prime applicant district, complete this budget page. The prime applicant will develop a budget and receive funds for the participating district, submit required accountability reports, and complete the year-end Final Report for the participating district(s).

Prime Applicant District: _____ County: _____ Legal Entity: __ __ __

Budget Items	Proposed Budget	Approved Budget 1	Approved Budget 2	Approved Budget 3
1. Salaries and Benefits Objects 1xx, 2xx				
2. Operating Expenses Objects 3xx, 4xx, 5xx, 6xx, 8xx				
3. SUB-TOTAL DIRECT COSTS				
4. Indirect Costs @ _____ (see *** above)				
5. Equipment (\$5,000 or more per unit) Attach Details and Justification Object 7xx				
6. TOTAL BUDGET (Minimum: \$10,000)				
7. OPI Use Only: Approved By/Date				
OPI USE ONLY Project No. <input style="width: 150px;" type="text"/>				

FOR ASSISTANCE, CONTACT Lynn Hinch at 444-3482.

Example Indirect Cost Calculation

To calculate Indirect Costs on Line 4: If approved rate is 4.32% and total grant award is \$40,000 and equipment cost on Line 5 is \$5,500:

$$\frac{\text{Indirect Cost Rate}}{(1.00 + \text{Indirect Cost Rate})} \times \text{Total Award less Equipment (Line 5) } (\$40,000 - \$5,500) = \text{Line 4}$$

$$\frac{.0432}{1.0432} \times \$34,500 = \$1,428.68 \text{ (Line 4)}$$

To check, multiply the approved rate times Line 3.